

(PROCEDURE)

Procedure:	Emeritus Status Guidelines	Procedure No.:	PA3009.1
Authority:	College President	Associated Policy Reference No.:	PA3009
Procedure Owner:	VP Admin & Finance	Responsible Party:	Personnel Affairs/HR
Approved:	February 28, 1991		
Revised:	October 13, 2009		

1. Guidelines for Emeritus Status:
 - A. SUNY Broome Community College will follow SUNY guidelines relative to the awarding of emeritus status. Said guidelines state that “members of the University who retire in good standing...shall be entitled to append the term ‘Emeritus’ to the title of their academic or administrative post after the time or retirement.”
 - B. A professional staff member must have served the College in a full-time teaching and/or administrative position for a minimum of ten years.
 - C. Where appropriate the professional staff member must also be recommended by his/her Dean.
 - D. The appropriate Vice President will review the request and forward with his/her recommendation.
 - E. The President approves such recommendations and forwards them to the Finance & Facilities Committee for review and recommendation to the Board of Trustees.

2. Administrative Procedures Relative to Emeritus Status:
 - A. All professional staff members who have had the term “Emeritus” appended to their title in accordance with the above guidelines shall have their names placed in the College catalog during their lifetime. Those with the title Emeritus shall also be eligible for a SUNY Broome Staff identification card along with use of the Learning Resource Center, a parking permit, and email account.
 - B. All additional privileges to be accorded for emeritus status shall be at the sole judgement and discretion of the College President.

Action <i>(Created, Reviewed, Retired)</i>	Date	Initials	Position Title
<i>Updated Classification (2.2)</i>	04/01/2020	KP	<i>Secretary – VP Student Development</i>